

Retention and Classification Report

Agency: Salt Lake County (Utah). County Clerk (956)

Salt Lake County Government Center
2001 South State Street, #S2200
Salt Lake City, UT 84190
468-3528

Records Officer

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AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3884

3

TITLE: Articles of incorporation record books

DATES: 1870-1952.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Volumes of copies of Articles of Incorporation filed with the Salt Lake County Clerk by newly organized corporations, kept as the official copy and for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3884

TITLE: Articles of incorporation record books

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based on the administrative and legal value of this series since it documents the functions of the Salt Lake County Clerk to regulate corporations doing business in the county and continues to serve current and future administrative needs. The series also has historical value since incorporation records document individuals and topics useful to researchers and historians including: information on the administrative structure of corporations and names of founders. Furthermore, the series should be retained as a vital record essential for the operation of the county and their ability to fulfill their obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 19063

4

TITLE: Birth register index

DATES: 1904-1905.

ARRANGEMENT: Alphabetical by surname with reference page numbers for Book B.

DESCRIPTION:

This record contains surname, given name and page number in reference to Book B of series 3922.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

Historical

This series contains an index to vital statistics information and should be kept permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 19063

TITLE: Birth register index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3922

4

TITLE: Birth registers

DATES: i 1898-1905.

ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

DESCRIPTION:

These records contain birth registers recorded during the years 1898 through 1905. Each entry has the sex, color, race, date of birth, place, father's name, mother's name, residence, and name of attending physician. Registers between 1904 to 1905 also include information about legitimacy, the number of children born by mother including stillbirths, parent's ages and birthplaces.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3922

TITLE: Birth registers

(continued)

APPRAISAL:

Historical

These are historical records with vital statistics information,
they should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13201

3

TITLE: Bounty records

DATES: 1904-1927

ARRANGEMENT: Numerical

DESCRIPTION:

To eliminate predator problems within the county a bounty system was established to pay hunters to kill specific animals. Each hunter needed to bring the skins to the auditor's office within 60 days of the kill. The skins were individually priced and payment was made upon receipt.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13208

3

TITLE: Business licenses

DATES: i 1895-

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 27682

3

TITLE: Certificates of Citizenship

DATES: 1909.

ARRANGEMENT:

DESCRIPTION:

Registration oaths made and signed in 1909 to verify citizenship before voting. Name, signature, short address, age, place of birth and election district are on each card. These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 06/18/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 27682

TITLE: Certificates of Citizenship

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13198

3

TITLE: Check registers

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Archives permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 20900

4

TITLE: Death register index

DATES: 1898-1905.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This indexes the Salt Lake County (Utah). Death register. Entries are listed alphabetically by surname, given name is included, and each entry is referenced by its page number.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

Historical

This series indexes Series 3864. It should be kept permanently in both paper (for its intrinsic value as a historical record) and in microfilm.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 20900

TITLE: Death register index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3864

4

TITLE: Death registers

DATES: i 1898-1905.

ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of

DESCRIPTION:

These records contain death registers for the years 1898 to 1905. Each entry has the decedent's name, occupation, age, marital status, sex, race, color, residence, term of residence, date of death, cause of death, the name of the informant making the report, and an assigned number.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

Historical

These are historical records and contain vital statistics information. They should be kept permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3864

TITLE: Death registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 4785

3

TITLE: Dental Board certificates

DATES: 1894-1913.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 10469

3

TITLE: Duplicate marriage license record book

DATES: 1893-1914.

ARRANGEMENT: Chronological

DESCRIPTION:

This record book is a pre-printed form for LDS marriages, apparently kept by the county clerk. Sometimes the LDS is crossed out and the name of an officiating minister or judge noted. Signatures are original, not copies made by the clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13195

3

TITLE: Election records

DATES: 1900-1917; 1930-1956

ARRANGEMENT: None.

DESCRIPTION:

Includes precinct registration talleys, oaths of judges of elections, election results, election laws, etc.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13196

3

TITLE: Election registers

DATES: 1914-

ARRANGEMENT: none

DESCRIPTION:

These books are the official listing of all registered voters in the county for the primary and general elections. There is a booklet for each election district in the county. "A person may not vote at any election unless that person is registered to vote as required" by law (UCA 20A-2-102 (1995)). The registers' columns provide for the following entries: "registered voter's name; grounds for challenge; name for person challenging a voter; ballot numbers [for] primary, November, bond [elections]; date of birth; place of birth; place of current residence; street address, zip code; and space for the voter to sign his name for each election" (UCA 20a-5-401 (1995)). These lists are used at the polls by the election judges to identify registered voters and to record ballot numbers on election day. After the election day they are used for comparison when canvassing for elections.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/17/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 1940. Retain in Agency Record Center permanently.

Paper: For records beginning in 1941 and continuing to the

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13196

TITLE: Election registers

(continued)

present. Retain in Office for 4 years and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6095

3

TITLE: Foreign corporations index

DATES: 1891-1961.

ARRANGEMENT: Alphabetical by first letter of corporation name.

DESCRIPTION:

The alphabetical index to foreign incorporation records was created by the Salt Lake County Clerk to facilitate access to the incorporation case files. Each entry includes the following information: name of the corporation, case number, amendments, corporate name changes, name changes of agents representing the corporation in Utah, and dissolutions or withdrawal decrees.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical

This disposition is based on the historical and administrative value of the Incorporation Case Files and corresponding indexes. Series #6095 functions as an index to foreign incorporation case files maintained by the Salt Lake County Clerk. Because of the

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6095

TITLE: Foreign corporations index

(continued)

importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes) and to permanently record information pertaining to corporations.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 4019

3

TITLE: Foreign incorporation case files

DATES: 1880-1961.

ARRANGEMENT: Numerical by case number, thereunder chronological by date filed.

DESCRIPTION:

Foreign incorporations include businesses not organized under the current laws of Utah. Before doing any business within this state, corporations must file with the county clerk of the county in which the principal local place of business will be situated. Foreign incorporation case files contain, at a minimum, the original articles of incorporation and any subsequent amendments. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, mergers, and other miscellaneous documents. Case files are created during the length of a corporation's duration. The original case file is generated upon initial incorporation within the state of Utah but governed by laws "...other than the laws of this state" and serve as evidence of "due incorporation of the corporation" [UCA 16-10-2]. The series ended in 1961 when registration of corporations was transferred to state government and the Utah Division of Corporations was created.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 4019

TITLE: Foreign incorporation case files

(continued)

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

Historical Legal

This disposition is based on the administrative and legal value of this series since it documents the functions of the Salt Lake County Clerk to regulate corporations in the county and continues to serve current and future administrative needs. The series also has historical value since incorporation records document individuals and topics useful to researchers and historians including: information on the administrative structure of corporations, names of founders, numerous signatures of prominent individuals, and postage or internal revenue stamps. Furthermore, the series should be retained as a vital record essential for the operation of the county and their ability to fulfill their obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6211

3

TITLE: General and limited partnership index

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13210

3

TITLE: General and limited partnerships records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3866

4

TITLE: Incorporation alphabetic indexes

DATES: 1869-1961.

ARRANGEMENT: Alphabetical by corporation name

DESCRIPTION:

The alphabetical index to incorporation records was created by the Salt Lake County Clerk to facilitate access to the incorporation case files. Each entry includes the following information: name of the corporation, case number assigned by the clerk, incorporation record book number, and record book page number.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3866

TITLE: Incorporation alphabetic indexes

(continued)

APPRAISAL:

Historical Legal

This disposition is based on the historical and legal value of the Incorporation Case Files and Record Books and their corresponding indexes. Series #3866 functions as an index to incorporation case files and incorporation record books maintained by the Salt Lake County Clerk. Because of the importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes) and to permanently record information pertaining to corporations.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3888

4

TITLE: Incorporation case files

DATES: 1869-1961.

ARRANGEMENT: Numerical by case number, thereunder chronological by date filed.

DESCRIPTION:

Original articles of incorporation and any subsequent amendments, notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, and other miscellaneous documents created during the length of a corporation's duration. Generated when companies incorporate within Salt Lake County, they serve as evidence of "due incorporation of the corporation [UCA 16-2].

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 1896. Retain in Agency Record Center permanently after being microfilmed.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1897 through 1961. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3888

TITLE: Incorporation case files

(continued)

APPRAISAL:

Historical Legal

This disposition is based on the historical and legal value of this series since it documents the functions of the Salt Lake County Clerk and continues to serve current and future administrative needs. The series also has historical value since incorporation records document individuals and topics useful to researchers and historians including: information on the administrative structure of corporations, names of founders, numerous signatures of prominent individuals, and postage or internal revenue stamps. Furthermore, the series should be retained as a vital record essential for the operation of the company and their ability to fulfill their obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 17564

3

TITLE: Incorporation oaths of office indexes

DATES: 1916-1932.

ARRANGEMENT: Alphabetical by name of corporation officer, thereunder by date filed
DESCRIPTION:

This is an alphabetical index for oaths of office for companies incorporated to do business in Salt Lake County which was created by the Salt Lake County Clerk to facilitate access to Incorporation Case Files and Articles of Incorporation Record Books. The series provides the name of the corporation officer, date of the oath of office, office held, corporation number and name of corporation.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 17564

TITLE: Incorporation oaths of office indexes

(continued)

APPRAISAL:

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6688

4

TITLE: Marriage applications and licenses

DATES: i 1887-

ARRANGEMENT: Numerical by marriage license number

DESCRIPTION:

The first two reels of this series consists of marriage licenses filed with the county probate court clerk. Beginning in 1888, an application was filed first. Then the marriage license was filed with the application. Later, they moved to bound volumes of applications with the license attached. These are original applications and licenses with original signatures. The series was assumed by the county clerk when the probate court was abolished.

Information on applications gives family history data: dates and places of birth, number previous marriages, parents' names, etc. The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk. If permission was required for the marriage of minors, that too was recorded.

Entries were numbered consecutively from number 1 beginning in 1887. In 1905, the clerk started over again with number 1.

Renumbering was begun yet again in 1974; printer error in creating the forms accounts for the apparent gap between 1000 and 1801. In 1977, they chose not to use numbers 27385-27999. In 1983, renumbering was begun once more.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1991

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 6688

TITLE: Marriage applications and licenses

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1983 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records prior to and including 1982. Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Exempt UCA 26-2-22

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 10360

3

TITLE: Marriage license index books

DATES: 1887-

ARRANGEMENT: Numerical or chronological by volume indexed, thereunder alphabetical by bride and grooms's surnames

DESCRIPTION:

These books index the record books and the application and license books kept by the Salt Lake County Clerk. Each indexes a certain volume or date span. Within that framework, a license can be accessed by either the man or woman's name. For each name, the record book and page number is given (series 4000) and the license number (series 6688). Record books were no longer kept after 1952, so the indexes after that point just index series 6688.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 4000

4

TITLE: Marriage license record books

DATES: i 1887-1955.

ARRANGEMENT: Numerical by license number

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

In 1905, the marriage license numbers started again with number 1.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13209

3

TITLE: Merchant licenses

DATES: i 1882-1906.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Archives permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 11982

3

TITLE: Notaries public register

DATES: 1903-1981

ARRANGEMENT: Alphabetical, thereunder chronological

DESCRIPTION:

This is an index to all notaries public in the county. After the county clerk receives "certification of notaries public from the Division of Corporations and Commercial Code," he shall "keep and maintain an indexed record" of notaries public within the county "showing the names of all persons holding notarial commissions, with the dates of issuance and expiration" (UCA 17-20-3 (1990)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 27.

AUTHORIZED: 04/14/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 11982

TITLE: Notaries public register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 3812

3

TITLE: Pauper record book

DATES: 1890-1897.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13200

3

TITLE: Pawnshop records

DATES: 1893-

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13206

3

TITLE: Pension payroll records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Archives permanently.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 11985

3

TITLE: Petitions and affidavits

DATES: 1976-

ARRANGEMENT:

DESCRIPTION:

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-15(7)(1990)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 32.

AUTHORIZED: 04/14/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after issue resolved or final decision is made or until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 11985

TITLE: Petitions and affidavits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 27676

3

TITLE: Publications

DATES: 1974-1976.

ARRANGEMENT:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/26/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Publications document the history and functions of the agency.

AGENCY: Salt Lake County (Utah). County Clerk

SERIES: 13203

3

TITLE: Stock certificates

DATES: 1904-1930.

ARRANGEMENT: none

DESCRIPTION:

Paper are stock certificates issued to the Salt Lake County Clerk in the East Jordan Irrigation Co (1904-1920) and the Big Cottonwood Lower Canal Co (1913). Film includes certificates from the Midvale State Bank, Plumas Mine, and Columbia Trust Co.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.